

Town of Bridgewater and Municipality of the District of Lunenburg

REQUEST FOR PROPOSALS

2009-LCLC-001 Accounting and Financial Services

Lunenburg County Lifestyle Centre, Bridgewater NS

**REQUEST FOR PROPOSALS
RFP #2009-LCLC-001
Town of Bridgewater and Municipality of the District of Lunenburg
ACCOUNTING AND FINANCIAL SERVICES
LUNENBURG COUNTY LIFESTYLE CENTRE, BRIDGEWATER NS**

Introduction

The Lunenburg County Lifestyle Centre Society (LCLC), in partnership with the Town of Bridgewater and the Municipality of the District of Lunenburg is seeking the assistance of a qualified individual or accounting firm to provide Accounting and Financial Services during the design, construction and operational set-up phase for a new Multi-Purpose Recreational and Cultural Facility.

Background

The Lunenburg County Lifestyle Centre (LCLC) is a comprehensive regional facility destined to showcase community recreation and cultural events, and promote individual health and fitness values. The Town of Bridgewater and the Municipality of the District of Lunenburg are now in the process of forming a Municipal Corporation to construct and operate the facility.

The program for the LCLC at this point is conceptual only. Envisaged in the Centre are the following components:

1. twin pad arena - 2 NHL regulation-sized ice surfaces for regional hockey games, with one equipped with 1500 plus seating capacity
- the twin pads should be capable of hosting trade shows, concerts, etc
2. aquatic facility – including 6 lane 25M pool, leisure free form pool, therapy pool, equipment and storage.
3. multi-purpose space - capable of hosting board meetings, high tech meeting and training rooms, community programming, adult library programs, child minding services, Seniors Community space, youth health centre, unstructured active living space, physical activity space (dance, yoga, etc) and cultural activities.
4. administrative spaces
5. designated retail space including (but not limited to) concessions/food court/bar and pro shop
6. indoor walking track (not to be used for running, no special surface required)
7. public library and library administration space

The project budget has been established at \$31.5 million with funding objectives as follows:

Province of Nova Scotia \$10.0 million (confirmed)

Town of Bridgewater and Municipality of the District of Lunenburg \$10.5 million
(confirmed - including corporate and community fundraising)

Government of Canada and various foundations \$11.0 million
(to be confirmed)

Total \$31.5 million

The Society has engaged a professional fundraising consultant to assist with the Corporate and Community Fundraising campaign. The Society currently has staff continuing to source additional Federal funding programs, as well as various foundations that may be able to provide financial assistance.

The Society is planning on opening the LCLC by September 2011, however, whether this opening will include all the envisaged facility components has not yet been determined. Dependent on available funding, the LCLC may be a phased development. The priority phasing of these components remains to be confirmed by the LCLC Society, the Town of Bridgewater and the Municipality of the District of Lunenburg Councils.

Basic Conditions

- 1) The closing date for submission of Proposals for Accounting and Financial Services is 2:00 p.m., Thursday, September 24, 2009.
- 2) Details of all Proposals for Accounting and Financial Services will be kept confidential; however, the final award of this engagement will be publicly approved by Councils for the Town of Bridgewater ("Town") and the Municipality of the District of Lunenburg ("Municipality").
- 3) The term of this appointment will be on an as needed basis beginning in October 2009.
- 4) The Town and Municipality reserve the right to accept or reject any or all Proposals, as it may consider being in their best interest.
- 5) The following mutual termination clause shall apply to this Proposal and will form part of the final Agreement:
 - a. The Town and Municipality may terminate this Agreement by giving 90 days written notice to the Accounting and Financial Services Provider;
 - b. The Accounting and Financial Services Provider may terminate this Agreement by giving 90 days written notice to the Town and the Municipality.
- 6) The proponent will submit a proposal including the following:
 - a. Description of the approach proposed by the Proponent(s) to indicate his/her understanding of the project, and achieving the desired results;
 - b. A Curriculum Vitae showing experience relative to this assignment;
 - c. Two client references with names and telephone numbers;
 - d. Any other information the Proponent may wish to provide;
 - e. A completed "Schedule A" for the provision of this service.
- 7) The scope of the work (Schedule "B") will be to provide financial and accounting services as needed, at an hourly rate per "Schedule A". The 2009/10 fiscal budgeted amount for this work has been set at \$22,000.
- 8) There will be a formal Agreement signed by both parties to confirm the party's mutual understanding of the terms of the engagement and the nature of the service that the Accounting and Financial Services Provider is performing for the Lunenburg County Lifestyle Center initiative. The duties listed in Schedule B will be on an as needed basis subject to the discretion of the Director of Finance, Town of Bridgewater. A detailed

billing must be provided to the Director of Finance (Town of Bridgewater) on a monthly basis for approval.

- 9) Any matter in dispute between the Town and the successful proponent shall be referred to a sole arbitrator, whose decision shall be final and binding upon both parties and shall not be subject to further appeal. The arbitrator shall be selected by the two parties. In the event that the two parties cannot agree upon an arbitrator, then any Supreme Court Justice may be requested to appoint an arbitrator. The expenses of the arbitrator shall be paid as directed by the arbitrator as part of their determination.

Submission Information

The deadline for proposal submission is 2:00 pm, local time, on Thursday, September 24th, 2009 at the Town of Bridgewater. Proposals are to be submitted in a sealed envelope clearly marked "RFP 2009-LCLC-001 Accounting and Financial Services".

Proposals to be addressed to:

Annalise Wentzell
Purchasing Coordinator
Town of Bridgewater
60 Pleasant Street
Bridgewater, NS B4V 3X9

Submissions shall include eight (8) copies of the proposal. Late proposals shall not be accepted by the Town, and will be returned unopened to the proponent. Submissions by fax and e-mail will not be accepted.

Representation

- 1) By this Request for Proposal, the Town and the Municipality do not imply that any proposal will be accepted, nor that the lowest proposal will be accepted. All received proposals will be reviewed as to their compliance with the requirements of the Request, the qualifications, the capability and reputation of the Proponent and the pricing of the proposed work. It is the right of the Town and the Municipality to accept or reject any or all proposals, at their discretion.
- 2) Rejected proposals may be returned to the Proponent upon written request to the Town within thirty days of submission.
- 3) Queries regarding this RFP can be directed to Ken Smith, CAO, Town of Bridgewater at (902)541-4363.

SCHEDULE "A"

Fees Charged for year ending March 31, 2010

Per Hour Rate \$ _____

Fees Charged for year ending March 31, 2011

Per Hour Rate \$ _____

Dated this _____ day of _____ 2009.

Name of Proponent

Authorized Signature

Name and Title (Printed)

Witness

Name and Title (Printed)

Note - Proposals submitted by or on behalf of any Corporation, must be signed in the name of such Corporation by a duly authorized officer or agent, who shall also subscribe his own name and office. Affix seal.

Decision Process

1. The decision to select a firm/individual will not be based solely on the approved fee schedule. Each proposal will be assessed on the basis of the most effective service being provided to meet the requirements of the Town and the Municipality. The Town and the Municipality reserve the right to reject any or all proposals at their sole discretion as the Town and Municipality determines to be in their best interest. Factors such as demonstrated relevant public sector experience, availability, and similar factors will be considered in addition to fee schedule when evaluating all proposals.

SCHEDULE "B"

**FINANCIAL/ACCOUNTING SERVICES
LUNENBURG COUNTY LIFESTYLE CENTRE CORPORATION**

- 1) Responsible to ensure employer related accounts are set up – (i.e., Payroll, benefits, HST, WCB, etc.)
- 2) Undertake the necessary tasks to obtain a charitable status number and the required follow-up of activities.
- 3) Set-up and maintain a set of records necessary to meet the requirements of the external auditor.
- 4) Responsible for cash flow activities to ensure that all suppliers are paid in an acceptable time span by undertaking the appropriate activities including the following:
 - 4.1 preparation of cash flow projections
 - 4.2 ensure that the other levels of government meet their commitments and report any unforeseen delays to the CAO;
 - 4.3 file all reports in a timely fashion to ensure that instalments are not delayed;
 - 4.4 liaise with those responsible for fundraising to ensure that the timing of donations is reflected in the cash flow analysis;
 - 4.5 liaise with the Project Manager to ensure that the timing of expenditures is updated in the cash flow analysis;
 - 4.6 liaise with the Director of Finance for each municipal unit to ensure that the timing of the instalments is reflected in the cash flow analysis; and
 - 4.7 liaise with the bank to ensure that the line of credit is satisfactory to meet any cash flow challenges.
- 5) Prepare monthly financial reports as requested by the Lunenburg County Lifestyle Centre Corporation Society management.
- 6) Responsible for the set-up and implementation of internal controls for all financial activities.
- 7) Prepare financial reports as required by the stakeholders (i.e.: bank);
- 8) Review of the various revenue streams to ensure that the exposure of the corporation to HST is minimized.
- 9) Responsible to ensure that the financial reporting arising from the Project Manager's system is reconciled to the financial reporting for the purpose of the audited financial statements.
- 10) Research and make a recommendation regarding an accounting system for the Lunenburg County Lifestyle Centre Society;
- 11) Draft a list of tasks to be undertaken by staff with respect to day to day financial activities of the corporation and identify the skill level required to adequately carry them out;
- 12) Other responsibilities/tasks associated with professional/financial support to construct a \$30 million dollar recreational facility and related start up activities.